

Are you seeking a new and exciting challenge? **The New Brunswick Association of CBDCs and Women in Business NB division**, is looking to fill one (1) **Development Officer position for Export and International Trade**. Offering services and programs to women entrepreneurs in NB, we are looking for a dynamic, passionate, and motivated person to fill the position above.

Reporting to the NB Women in Business Director, the Development Officer will be responsible, amongst other responsibilities, to:

General role and responsibilities:

- Facilitate individual growth plans for women in business.
- Identify the specific needs of women entrepreneurs looking to export their products or services.
- Provide advice and consultation services to women in business in various regions of NB.
- Guide women entrepreneurs in the provincial and federal ecosystem of support for international trade.
- Continually develop area of expertise.
- Refer clients to appropriate financial and / or other appropriate partners.
- Create and maintain relationships with stakeholders.
- Set up and facilitate networking groups.
- Coordinate international matchmaking programs between women entrepreneurs.
- Determine the training needs for active and emerging exporters and help coordinate any training required

Education and Experience:

- Bachelor's degree in Business Administration and / or related field; or equivalent work experience
- Minimum of 4 years of experience in a community or non-profit organization
- Minimum of 4 years of successful experience in a position in this field or related field
- Excellent knowledge of the entrepreneurial environment, particularly related to the status of women
- Entrepreneurial experience, an asset

Basic skills required:

- Have experience in entrepreneurship
- Possess ability to read financial statements
- Have the ability to self-direct
- Possess facilitation and counseling skills
- Be result-oriented
- Possess organizational skills, including time management, planning; ability to set objectives and follow-ups, in addition to managing data
- Have obtained or is completing the FITT Certified Professional in International Trade program
- Have a very good knowledge and experience in international trade
- Understand the supply chain ecosystem and existing supplier diversity programs, specifically for women entrepreneurs
- Possess technological skills, especially Microsoft suite, client relationship management (CRM) software, virtual meeting (eg: Zoom, Teams)
- Have exceptional customer service skills
- Have the ability to travel to various locations in the province and the country
- Master French and English languages, spoken and written

Start date : As soon as possible

Salary and working conditions:

- salary negotiable based on experience and education
- contract position - renewable depending on the availability of funds
- benefits (medical plan and retirement)
- the person occupying this position must reside in New Brunswick
- travel required inside and outside the province

If you are interested in this position, send us your application, along with a letter explaining how your application meets the profile we are looking for, **by January 6th, 2022**, to the attention of Katherine Lanteigne, Director, by email to: katherine.lanteigne@wbnb-fanb.ca